

CONFIDENTIAL

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 83

19 FEB 1976

SUBJECT : Mailing Classified Material

REFERENCE: General Notice No. 57

1. This notice supersedes General Notice No. 57.

2. The Office of Research and Development is engaged in activities which require the release of considerable classified material to individuals outside the Central Intelligence Agency. Consequently, we are continuously concerned with the proper method for releasing this information in a secure manner and with the use of the proper return mailing address. The following guidelines are provided to insure the security of our mailing procedures.

3. Classified documents or materials may be released only to individuals who hold Central Intelligence Agency Security Clearances or Approvals and who have been briefed on the proper handling of classified information. Classified material up to SECRET may be mailed only to Agency approved individuals at addresses which have been previously approved for the receipt and storage of classified material. These approved addresses may be obtained from the Security Officer of the Contracts Staff, ORD, extensions [redacted] or the Office of Logistics Security Staff, extension [redacted]. The mailing of CONFIDENTIAL or SECRET material must be by Registered Mail in double wrapped envelopes, the inner envelope bearing the appropriate classification stamp. The U. S. Postal Service may not be used for the transmission of TOP SECRET information. TOP SECRET correspondence is never mailed but is handcarried by special courier arrangement. Failure to follow these requirements for the mailing of classified material constitutes a grave violation of security procedures and jeopardizes the integrity of our security system.

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4. The question of the return address on envelopes has caused considerable concern. In order to clarify this matter, it should be remembered that aside from the open address of the Central Intelligence Agency, Washington, D.C. 20505, there are only three addresses currently approved for ORD official use, as follows:

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